

Central Indiana Land Trust Incorporated

Job Description

Job Title: Conservation Director/Coordinator

Reports to: Executive Director

Salary and benefits: Salary range \$40,000 - \$52,000 commensurate with experience and skills. Health insurance and retirement plan offered.

Application Deadline: November 26, 2007

Position Summary

The Conservation Director is responsible for planning and overseeing the Central Indiana Land Trust's land protection and stewardship. This includes developing and implementing CILTI's conservation vision, managing land protection and stewardship activities, overseeing the work of the land protection and stewardship committees, building partnerships and the profile of the conservation program, and overseeing program work plans and budgets. The ideal candidate will have a significant understanding of conservation principles, strong organizational skills, excellent written and oral communication skills, and will be comfortable and effective working in a highly collaborative environment. The Conservation Director must display the highest standards of professionalism, cooperation and integrity at all times and works under the supervision and direction of the Executive Director.

Responsibilities

I. Conservation Programs

The Conservation Director will lead the conservation programs (land protection and stewardship) to ensure the implementation and accomplishment of CILTI's mission and strategic plan. Activities under this responsibility include but are not limited to:

Land Protection

- A. Lead the creation of a land conservation plan that accomplishes strategic goals and land conservation benchmarks
- B. Pursue the acquisition of land and oversee the work of the land protection committee ensuring opportunity for committee members to participate in conservation transactions
- C. Help develop and follow policies and procedures on board-approved projects to the guide land transaction process bringing projects to completion

Stewardship

- A. Oversee the stewardship program to ensure all land-related management and restoration responsibilities are being fulfilled according to management objectives

- B. Steward the conservation values of each protected CILTI site and ensure that sound science is being implemented as part of all site management plans
- C. Oversee the work of the stewardship committee ensuring opportunity for committee members to participate in stewardship activities

II. Community Outreach and Partnership Building

The Conservation Director will help build stronger and more productive partnerships with communities and partners on a regional and national scale. The intent is to build CILTI's organizational capacity and constituents to better impact conservation efforts and to ensure CILTI is, and is recognized as, a preferred, reliable partner for providing protection and stewardship services, and for supporting conservation efforts on a regional and local scale. Specific duties include but are not limited to:

- A. Develop and enhance key partnerships with communities, businesses, agencies and conservation organizations on a regional scale
- B. Coordinate with staff and volunteers to ensure local involvement and awareness of local issues and opportunities
- C. Represent and speak on behalf of CILTI in assigned partner relationships

III. Organizational Development

The Conservation Director will coordinate with the Executive Director and the Board to maximize organizational effectiveness and to ensure that the conservation programs are both represented in and supporting strategic goals. Specific duties include but are not limited to:

- A. Support fundraising and outreach efforts through event participation, public speaking, grant strategizing and input, and other activities as directed
- B. Represent the conservation program to the board of directors and ensure that the goals of the program are clearly articulated to and understood by the board
- C. Represent the conservation program in developing strategic goals for the organization

IV. Other

- A. Expand personal knowledge and skills through self-development and growth to more effectively carry out the duties and responsibilities of the position
- B. Conduct other tasks and special duties as assigned

Parameters of the Conservation Director Position

Type: full-time, professional, non-supervisory

Hours: At least forty hours per week, flexible to accommodate evening meetings and weekend workdays.

Pay Basis: Salaried, no overtime.

Education requirements: a Bachelors Degree in a pertinent field, graduate degree preferred.

Specific knowledge/skills/experience:

- A genuine enthusiasm for conservation and, in particular, the mission, goals and values of the Central Indiana Land Trust
- The demonstrated ability to establish and maintain cooperative working relationships among a diverse group of individuals and organization
- Strong organizational skills and the ability to manage multiple priorities/activities in an independent and unstructured work setting
- Five or more years experience working for a land conservation or similar organization and/or a thorough understanding of land protection tools and techniques;
- Experience in land conservation and stewardship with an understanding of Central Indiana conservation issues and partners
- Knowledgeable in the best practices and emerging trends in conservation science and land conservation
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn their confidence, including fellow staff, board members, partners, landowners, conservationists, and media
- Exceptional skills in written and oral communications, including public speaking
- Proficient with Microsoft Office software products
- Desire to work in a highly collaborative team-based environment; excellent interpersonal skills
- Experience in grants development and management and Geographic Information Systems is desirable.

Working Conditions: Office and outdoors (all seasons)

Physical Requirements: Ability to walk up to several miles per day over rough terrain in year-round weather conditions

Travel: Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout CILTI's service area. Occasional travel out of state.

Send résumé and cover letter on or before November 26, 2007 to: Heather Bacher, Executive Director, Central Indiana Land Trust, 324 W. Morris St., #210, Indianapolis, IN 46225 or hbacher@cilti.org. No phone calls please.